

Director of Training

17 August 1953

Chief, Intelligence Training Branch

Staff for Intelligence Training Division

1. It is requested that this Division be permitted to fill four T/O vacancies: two positions of training instructor on the Intelligence School staff, one position of training instructor on the staff of the Reading Improvement Branch, and one position of clerk-typist in that Branch.

2. The reasons for this request with respect to the Intelligence School are the following:

a. The present staff of five full-time instructors, including myself, is inadequate for effective training under present conditions. The lectures of the course can be managed satisfactorily, but with overlapping classes we do not have enough instructors for other parts of the program -- attending group and seminar discussions, running projects and giving critiques, reading examination papers, advising trainees, and preparing evaluations. We believe, and trainee comments tend to bear this out, that the projects, instructor critiques, and discussion periods are valuable parts of the course, but they require many hours of staff time. Furthermore, they are important in such evaluating of trainees as we are able to do.

b. The number of trainees has increased considerably. BIC (I) X had 43 enrolled; BIC (I) XI, 53; and BIC (I) XII, 49. Future numbers are problematical, but it looks as though we would have classes of from 40 to 50 trainees for some time.

c. With the departures of [REDACTED] 5X1A9a  
[REDACTED] we have lost two staff members since June. No suitable 25X1A9a  
replacements for these IAC slots have been proposed, and since such  
assignments will be on a reimbursable basis in the future, the posi-  
tions should only be filled with especially well qualified officers.

d. [REDACTED] has been added to the staff within the 25X1A9a  
past few months, but the supervision of the increased numbers of  
provisionally cleared personnel has taken approximately three  
quarters of his time.

e. Under present conditions, the training instructors do not  
have adequate time for the reading, the revision of lectures, and  
the collection and preparation of new training materials which they  
need.

f. Any further development of intermediate courses is out of the  
question with the current numbers in the BIC.

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3. The following considerations bear on the request for the Reading Improvement Branch:

a. The training activities of this Branch have been steadily expanding since December, 1952. The enrollment in Agency, Covert, and BIC classes has increased approximately 85% in the last six months. The estimated workload for FY 54 is given on an attached sheet.

b. Without additional staff it will be necessary to curtail the program in order not to impair the quality of training. Activities which would have to be curtailed or eliminated include the Foreign Language Program, the Advanced Reading Improvement Course, and the Reading Analysis Program for ORR. Probably some reduction in the numbers taken in the basic reading course would also be necessary.

c. The staff now on duty has been putting in considerable overtime. Vacations have been shortened or postponed in the expectation of additional assistance.

4. In conclusion, the effectiveness of the training in the School and the Reading Improvement Branch will decline, in my opinion, if the two staffs cannot be increased. Even with the addition of two instructors, the Intelligence School will be operating below its T/O strength. The requested additions to the Reading Improvement Branch will bring it to its T/O strength.

Attachment: 1

OTR/RMS:sad

Distribution:

Orig. & 1 - Addressee  
1 - Subject File  
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*In a meeting with Baird, [redacted] 20 Oct 52  
were added to their T/O making total 17*

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25X1A9a

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT